Chicago - book

Chicago (footnote & bibliography) style uses in-text citations, footnotes and a bibliography.

Check with your lecturer whether they require the full footnote and shortened footnote, or just the shortened footnote with your bibliography.

In-text citations

Add a superscript number in your text to show when you are using another person's ideas or words.

... as described by Cowan, this has only recently been identified. [1]

Footnotes

The **in-text citation** directs the reader to a note (**footnote**) at the bottom of the page. The footnote contains information about the source you are citing, include the page number(s) of the page/paragraph within the item you are referring to. When citing the same source again , use the shorter footnote formats.

Footnotes are placed in numerical order at the bottom of the page. On a new page, footnote numbering continues. In a new chapter, footnote numbering starts from 1.

An example document

See also: multiple works by the same author , one source cited in another , similar information from multiple works , abbreviations .

Full Footnote format

1. Author First Name Last Name, *Title of Book* (Place of Publication: Publishers, Year of Publication), page number(s).

Examples

1. Christine Bellamy, *Critical Research in Education* (Auckland: Penguin Books, 1999), 200.

2. Eric J. Russell, *In Command of Guardians: Executive Servant Leadership for the Community of Responders* (Cham, Switzerland: Springer, 2019), 30.

3. Marcus Turner, *Fundamental Questions in Literature* (New York: Routledge, 2016), 120.

Shortened Footnote format

Use authors' last names only. If the book title is longer than four words, shorten it.

1. Author Last Name, *Title of Book* , page number.

Examples

1. Bellamy, *Critical Research in Education* , 238.

2. Russell, *In Command of Guardians* , 41.

3. Turner, *Fundamental Questions in Literature* , 155.

List authors in the order in which they appear in the source.

Full Footnote format

1. Author One First Name Last Name, Author Two First Name Last Name, and Author Three First Name Last Name, *Title of Book* (Place of Publication: Publisher, Year of Publication),page number(s).

Examples

1. Margaret Chan, and Tom Kemp, *Anthropological Perspectives on Performance* (Berkeley: University of California Press, 2001), 50.

2. Annette McArthur, Marie Goode, and Ian Henare. *Visual Sites of Resistance* (Dunedin: Otago University Press, 2013), 300.

3. Max Mojapelo, and Sello Galane. *Beyond Memory Recording the History, Moments and Memories of South African Music* (Somerset West, South Africa: African Minds, 2008), 38.

Shorthened Footnote format

Use authors' last names only. If the book title is longer than four words, shorten it.

1. Author One, Author Two, and Author Three, *Title of Book* , page number(s).

Examples

1. Chan and Kemp, *Anthropological Perspectives on Performance* , 62.

2. McArthur, Goode, and Henare, *Visual Sites of Resistance* , 307.

3. Mojapelo and Galane. *Beyond Memory Recording* , 48.

Full Footnote format

List the first author only followed by et al.

1. Author One First Name Last Name et al., *Title of Book* (Place of Publication: Publisher, Year of Publication), page number(s).

Examples

1. Simon Jenson et al., *Technoculture Analysis* (London: Thames & Hudson, 2001), 20.

2. Julia Miller et al., *Gender and Literature* (New York: Routledge, 2016), 125.

3. Maanak Gupta et al. *Access Control Models and Architectures for IoT and Cyber Physical Systems* . (Cham, CH: Springer, 2022), 25.

Shortended Footnote format

Use first author's last name only.

1. Author One et al., *Title of Book* , page number.

Examples

1. Jenson et al., *Technoculture Analysis,* 25.

2. Miller et al., *Gender and Literature* , 163.

3. Gupta et al., *Access Control Models* , 56.

Full Footnote format

List the first author only followed by et al.

1. Author One First Name Last Name et al., *Title of Book* (Place of Publication: Publisher, Year of Publication), page number(s).

Examples

1. Addis et al., *Media in New Zealand* (Christchurch: Baker & Bennett, 1998), 200.

2. Seymour et al., *Politics of the Public Sphere* (New York: Routledge, 2015), 12.

3. Wilson et al., *Architectural Structures* (Auckland: University Press, 2020), 25.

Shortened Footnote format

Use first author's last name only followed by et al.

1. Author One Last Name et al., *Title of Book* , page number.

Examples

1. Addis et al., *Media in New Zealand* , 253.

2. Seymour et al., *Politics of the Public* , 39.

3. Wilson et al., *Architectural Structures* , 45.

Include any introductory articles in the organisation name, e.g., 'A', 'The', or 'An'.

Full Footnote format

1. Organisation Name, *Title of Book* (Place of Publication: Publishers, Year of Publication), page number(s).

Examples

1. The Courtauld Institute of Art, *Learning About Art* (London: Phaidon, 2002), 113.

2. World Health Organization, *Promoting Health in an Urban Framework* (Geneva, Switzerland: World Health Organization), 2014, 36.

3. Wise Group, *Working Well From Home* (Wellington: Blueprint for Learning, 2020), 28.

Shortened Footnote format

1. Organisation Name, *Title of Book* , page number.

Footnote examples

1. The Courtauld Institute of Art, *Learning About Art,* 116.

2. World Health Organization, *Promoting Health* , 41.

3. Wise Group. *Working Well From Home,* 34.

Include any introductory articles in the book title, e.g., 'A', 'The', or 'An'. Ignore articles when alphabetically ordering the bibliography.

Full Footnote format

1. *Title of Book* (Place of Publication: Publisher, Year of Publication), page number(s).

Examples

1. *Decoding Symbols: An Encyclopaedia* (London: Penguin Books, 1995), 136.

2. *Principles of Science Fantasy* (Amsterdam: Black Books, 2001), 66.

3. *An Illustrated Dictionary of Signs and Symbols* (New York: Macmillan, 2006), 34.

Shortened Footnote format

If the book title is longer than four words, shorten it.

1. *Title of Book* , page number.

Examples

1. *Decoding Symbols* , 206.

2. *Principles of Science Fantasy* , 77.

3. *Illustrated Dictionary of Signs* , 43.

Note: This should not be confused with referencing a chapter/section from an edited book .

Full Footnote format

1. Editor First Name Last Name, ed., *Title of Book* (Place of Publication: Publisher, Year of Publication), page number(s).

Examples

1. Nathan Harrington, ed., *Language Teaching* (Sydney: Graywolf Press, 2001), 37.

2. Jonathan Edgar, ed., *The Best New Zealand Short Stories* (Wellington: Greymouth Press, 2022), 35.

3. Amy Smith and Bridget Brown, eds., *Sustainability in Practice* (Vancouver: Northwoods Press, 2026), 5.

Shortened Footnote format

1. Editor(s) Last Name, *Title of Book* , page number.

Footnote examples

1. Harrington, *Language Teaching* , 370.

2. Edgar, *New Zealand Short Stories,* 65.

3. Smith and Brown, *Sustainability in Practice,* 15.

Chapter or section from a book written by the book's author(s):

Full Footnote format

1. Author First Name Last Name, "Chapter Title," in *Title of Book* (Place of Publication: Publisher, Year of Publication), page number(s).

Examples

1. Geoffrey Atkinson, "Inclusive Education for Reflective Practice," in *Special Needs in Education* (Melbourne: Pearson, 2012), 37.

2. Ian Stewart and Jack Cohen, "The Origins of Life," in *Figments of Reality: The Evolution of the Curious Mind* (Cambridge: Cambridge University Press, 1997), 22.

3. Gillian Healy et al., "Analytical Methods of Sound and Style," in *Musicology for Beginners* (London: Southwoods Press, 2016), 360-361.

Shortened Footnote format

1. Author's Last Name, "Chapter Title," page number.

Examples

1. Atkinson, "Inclusive Education," 71.

2. Stewart and Cohen, "The Origins of Life," 30.

3. Healy et al., "Analytical Methods of Sound," 372.

Chapter or section from an edited book:

Full Footnote format

1. Chapter Author's First Name Last Name, "Chapter Title," in *Title of Book,* ed. Editor's First Name Last Name (Place of Publication: Publisher, Year of Publication), page number(s).

Example

1. Amelia Holmes, "Intercultural Communication," in *Communication and World Literature* , ed. Robyn Minto (Sydney: Pearson, 2011), 78.

2. Robyn Trinick and Luama Sauni, "S■s■: More Than Just a Dance," in *Intersecting Cultures in Music and Dance Education: An Oceanic Perspective* , eds. Linda Ashley, and David Lines (Cham, CH: Springer, 2016), 60.

3. Steven O'Connor et al., "New Zealand Colonial History Revisted," in *Settlers and Empire: Making New Zealand* , ed. Victor K. Tamati (Wellington: Awa Press, 2015), 155-56.

Shortened Footnote format

1. Chapter Author's Last Name, "Chapter Title," page number(s).

Examples

1. Holmes, "Intercultural Communication," 84.

2. Trinick and Sauni, "S■s■," 65.

3. O'Connor et al., "New Zealand Colonial History," 173.

When referencing a chapter from a particular volume, where there are multiple volumes in a series, each with individual titles, use the following format.

Chapter/section by the author of the book

Full Footnote format

1. Chapter Author(s) First Name Last Name, "Chapter Title," in *Title of That Volume* , Vol. number, *Book Series Title* (Place of Publication: Publisher, Year of Publication), page number(s).

Example

1. Colette Cauvin, Francisco Bescobard, and Aziz Serradj, "Cartographic Design," in *Thematic Cartography and Transformations* , Vol. 2, *Thematic Cartography* (London: John Wiley & Sons, 2010), 390.

Shortened Footnote format

1. Chapter Author(s) Last Name, "Chapter Title," page number.

Example

1. Cauvin, Escobar, and Serradj, "Cartographic Design," 395.

Chapter/section in an edited book

Full Footnote format

1. Chapter Author(s) First Name Last Name, "Chapter Title," in *Title of That Volume* , Vol. number, ed. Editor(s) First Name Last Name, vol. number, *Book Series Title* , ed. Editor(s) of Series First Name Last Name (Place of Publication: Publisher, Year of Publication), page number(s).

Example

1. Raewyn Dalziel, "Southern Islands: New Zealand and Polynesia," in T *he Nineteenth Century* , ed. Andrew Porter, vol. III, *The Oxford History of the British Empire* , ed. Roger Louis (Oxford: Oxford University Press, 1999), 574.

Shortened Footnote format

1. Chapter Author(s) Last Name, "Chapter Title," page number.

Example

1. Dalziel, "Southern Islands," 580.

When footnote references to the same source follow each other, with no other references in-between, use the **shorter footnote form:**

1. Archer, "Crisis and Change," 37.

2. Archer, 40.

3. Archer, 40.

4. Wall, *Truth and Meaning,* 324.

5. Archer, "Crisis and Change," 43.

Note: Chicago 17 th edition discourages the use of 'ibid *.'* in favour of this shorter format.

Bibliography

Add a **full bibliography** to the end of your essay. This is a list of all sources cited in your work (except personal communications), plus any appropriate background readings not cited, arranged alphabetically by the author's last name.

The first line of each reference should be aligned with the left margin. Second and subsequent lines should be indented three spaces (0.3cm).

Please see the Chicago Manual of Style (17th edition) if your work does **not** require a full bibliography.

In the bibliography, specify which **edition** of the book you have consulted, as shown in the examples below.

For **electronic sources** (such as e-books and e-journals) add either the Digital Object Identifier **(DOI)** , e.g., https://doi.org/10.1080/1057356030207; the **stable URL** ; or the **database name** at the end of the bibliographic reference.

Bibliography format

Format (Print)

Author Last Name, First Name. *Title of Book* . Edition. Place of Publication: Publisher, Year of Publication.

Format (Electronic) with DOI (Digital Object Identifier)

Author Last Name, First Name. *Title of Book* . Edition. Place of Publication: Publisher, Year of Publication. https://doi.org/xxx.

Format (Electronic) from a Database

Author Last Name, First Name. *Title of Book* . Edition. Place of Publication: Publisher, Year of Publication. Name of Database.

Examples

Print Book

Bellamy, Christine. *Critical Research in Education.* Auckland: Penguin Books, 1999.

Electronic Book with a DOI

Russell, Eric. J. *In Command of Guardians: Executive Servant Leadership for the Community of Responders.* 2nd ed. Cham, Switzerland: Springer, 2019. https://doi.org/10.1007/978-3-030-12493-9.

Electronic Book from a Database

Turner, Marcus. *Fundamental Questions in Literature* . Rev. ed. New York: Routledge, 2016. EBSCOhost.

Bibliography format

Reverse the order of the first author's name only (i.e., Last name, First name).

Format (Print)

Author One Last Name, First Name, Author Two First Name Last Name, and Author Three First Name Last Name. *Title of Book* . Edition. Place of Publication: Publisher, Year of Publication.

Format (Electronic) with DOI (Digital Object Identifier)

Author One Last Name, First Name, Author Two First Name Last Name, and Author Three First Name Last Name. *Title of Book* . Edition. Place of Publication: Publisher, Year of Publication. https://doi.org/xxx.

Format (Electronic) from a Database

Author One Last Name, First Name, Author Two First Name Last Name, and Author Three First Name Last Name. *Title of Book* . Edition. Place of Publication: Publisher, Year of Publication. Name of Database.

Examples

Print Book

Chan, Margaret, and Tom Kemp. *Anthropological Perspectives on Performance.* 3rd ed. Berkeley: University of California Press, 2001.

Electronic Book with a DOI

McArthur, Annette, Marie Goode, and Ian Henare. *Visual Sites of Resistance.* Dunedin: Otago University Press, 2013. https://doi.org/10.1323/acprof:oso/8720189223639.001.0006.

Electronic Book from a Database

Mojapelo, Max, and Sello Galane. *Beyond Memory Recording the History, Moments and Memories of South African Music* . Somerset West, South Africa: African Minds, 2008. Project MUSE.

Bibliography format

Reverse the order of the first author's name only (i.e., Last name, First name).

Format (Print)

Author One, Author Two, Author Three, Author Four, Author Five, Author Six, Author Seven, Author Eight, Author Nine, and Author Ten. *Title of Book* . Edition. Place of Publication: Publisher, Year of Publication.

Format (Electronic) with DOI (Digital Object Identifier)

Author One, Author Two, Author Three, Author Four, Author Five, Author Six, Author Seven, Author Eight, Author Nine, and Author Ten. *Title of Book* . Edition. Place of Publication: Publisher, Year of Publication. https://doi.org/xxx.

Format (Electronic) from a Database

Author One, Author Two, Author Three, Author Four, Author Five, Author Six, Author Seven, Author Eight, Author Nine, and Author Ten. *Title of Book* . Edition. Place of Publication: Publisher, Year of Publication. Name of Database.

Examples

Print Book

Jenson, Simon, Eric K. Hanson, Jessica Bashiri, Joanna Harper, and Sam Morland. *Technoculture Analysis.* 2nd ed. London: Thames & Hudson, 2001.

Electronic Book with a DOI

Miller, Julia, Tatiana Barton, Phillip Yang, Vivian An, Warren Austin, Ian Tindall, Colin T. Robertson, and Neil Gardener. *Gender and Literature.* New York: Routledge, 2016. https://doi.org/10.1323/acprof:oso/8720189223639.001.0006.

Electronic Book from a Database

Gupta, Maanak, Smriti Bhatt, Asma Hassan Alshehri, and Ravi Sandhu. *Access Control Models and Architectures for IoT and Cyber Physical Systems.* Cham, CH: Springer, 2022. Springer EBA.

Bibliography format

List only the first seven authors, followed by 'et al'. Reverse the order of the first author's name only (i.e., Last name, First name).

Format (Print)

Author One, Author Two, Author Three, Author Four, Author Five, Author Six, Author Seven, et al. *Title of Book* . Edition. Place of Publication: Publisher, Year of Publication.

Format (Electronic) with DOI (Digital Object Identifier)

Author One, Author Two, Author Three, Author Four, Author Five, Author Six, Author Seven, et al. *Title of Book* . Edition. Place of Publication: Publisher, Year of Publication. https://doi.org/xxx.

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Examples

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Electronic Book with a DOI

Seymour, Leslie, Deanna Anderson, Michael Han, Kathleen Reid, Warren P. Chambers, Kavita Mitchell, Benjamin Park, et al. *Politics of the Public Sphere* . New York: Routledge, 2015. https://doi.org/10.1323/acprof:oso/9720189213639.001.0002.

Electronic Book from a Database

Wilson, Stu, Dane Coles, Dan Carter, Michael Hooper, Gavin Hastings, Michael Jones, Sid Going, et al. *Architectural Structures: Viewed in the New Zealand Setting.* Auckland: University Press, 2020. EBSCO eBook Collection.

Bibliography format

Where the organisation is both author and publisher, include the organisation name in both places. Ignore articles when alphabetically ordering the bibliography.

Format (Print)

Organisation Name. *Title of Book* . Edition. Place of Publication: Publisher, Year of Publication.

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Electronic Book from a Database

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Examples

Print Book

Decoding Symbols: An Encyclopaedia . Rev. ed. London: Penguin Books, 1995.

Electronic Book with a DOI

Principles of Science Fantasy . Amsterdam: Black Books, 2001. https://doi.org/10.123.sci456.2020.

Electronic Book from a Database

An Illustrated Dictionary of Signs and Symbols . 2nd ed. New York: Macmillan, 2006. ProQuest ebrary.

Bibliography format

Follow the editor(s) name with 'ed.' or 'eds.'.

Format (Print)

Editor Last Name, First Name, ed. *Title of Book* . Edition. Place of Publication: Publisher, Year of Publication.

Format (Electronic) with DOI (Digital Object Identifier)

Editor Last Name, First Name, ed. *Title of Book* . Edition. Place of Publication: Publisher, Year of Publication. https://doi.org/xxx.

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Examples

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Electronic Book with a DOI

Edgar, Jonathan, ed. *The Best New Zealand Short Stories,* 2022. Wellington: Greymouth Press. https://doi.org/10.123.ss67nz.234x.

Electronic Book from a Database

Smith, Amy and Bridget Brown, eds. *Sustainability in Practice* . Vancouver: Northwoods Press, 2006. ProQuest ebrary.

Bibliography format

Format (Print)

Author's Last Name, First Name. "Chapter Title." In *Title of Book,* page number range. Place of Publication: Publisher, Year of Publication*.*

Format (Electronic) with DOI (Digital Object Identifier)

Author's Last Name, First Name. "Chapter Title." In *Title of Book,* page number range. Place of Publication: Publisher, Year of Publication. https://doi.org/xxx.

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Examples

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Stewart, Ian, and Jack Cohen. "The Origins of Life." In *Figments of Reality: The Evolution of the Curious Mind* , 5–32. Cambridge: Cambridge University Press, 1997. https//doi.org/10.1017/CBO9780511541384.003.

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Trinick, Robyn, and Luama Sauni. "S■s■: More Than Just a Dance." *In Intersecting Cultures in Music and Dance Education: An Oceanic Perspective,* edited by Linda Ashley, and David Lines, 49-65. Cham, CH: Springer, 2016. https://doi.org/10.1007/978-3-319-28989-2_4.

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O'Connor, Steven, Michael Owen, Sara Clarke, and Bill Robinson. "New Zealand Colonial History Revisted." In *Settlers and Empire: Making New Zealand* , edited by Victor K. Tamati, 151-80. Wellington: Awa Press, 2015. ProQuest ebrary.

When referencing a chapter from a particular volume, where there are multiple volumes in a series, each with individual titles, use the following format.

Chapter/section by the author of the book

Bibliography format

Chapter Author's Last Name, First Name. "Chapter Title." In *Title of That Volume* , page number range. Vol. number, bk. number of *Book Series Title* , edited by Book Series Editor First Name Last Name. Place of Publication: Publisher, Year of Publication.

Example

Cauvin, Colette, Francisco Escobar, and Aziz Serradj. "Cartographic Design". In *Thematic Cartography and Transformations* , 371-96. Vol. 2, bk. 1, of *Thematic Cartography.* London: John Wiley & Sons, 2010.

Chapter/section in an edited book

Bibliography format

Chapter Author's Last Name, First Name. "Chapter Title." In *Title of That Volume* , edited by Editor(s) First Name Last Name, page number range. Vol. number of *Book Series Title* , edited by Book Series Editor(s) First Name Last Name. Place of Publication: Publisher, Year of Publication.

Example

Dalziel, Raewyn. "Southern Islands: New Zealand and Polynesia". In *The Nineteenth Century,* edited by Andrew Porter, 573-596. Vol. III of *The Oxford History of the British Empire* , edited by Roger Louis. Oxford: Oxford University Press, 1999.

An example bibliography

Bibliography for the Chicago section of Referen©ite

The Chicago Manual of Style , 17th ed. Chicago: University of Chicago Press, 2017. http://www.chicagomanualofstyle.org.ezproxy.auckland.ac.nz

For further information please consult this source directly.